

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	i
INTRODUCTION TO THE DoD FINANCIAL MANAGEMENT REGULATION	iii
TABLE OF CONTENTS	v
FORMS INDEX	vii
REFERENCES	viii
DEFINITIONS	ix
ABBREVIATIONS AND ACRONYMS.....	xii
Chapter 1 General Information	
0101 Authority	1-1
0102 Application	1-1
0103 Effective Date of Changes	1-1
0104 References	1-2
0105 Routing and Format for Recommending Changes	1-2
Chapter 2 Travel Authorization Procedures	
0201 Travel Policy.....	2-1
0202 Travel Orders/Authorization.....	2-1
0203 Travel Advances	2-3
0204 Advances for Separatees or Retirees	2-5
Chapter 3 Government Travel Card	
0301 Policy and Purpose.....	3-1
0302 Program Structure and Responsibilities	3-1
0303 Government Travel Card Information.....	3-2
0304 Management Controls	3-5
0305 APC Requirements.....	3-6
Chapter 4 Transportation Allowances	
0401 General	4-1
0402 Mode of Transportation	4-1
0403 Transoceanic Travel.....	4-1
0404 Travel by Privately Owned Conveyance (POC).....	4-1
0405 Business/First Class (Premium) Accommodations.....	4-1
0406 Unused/Lost Transportation Requests or Tickets	4-2
0407 Special Conveyances	4-2
0408 Reimbursement for the Cost of Damages to Commercial Rental Vehicles.....	4-2
0409 Local Travel In and Around Permanent or Temporary Duty Stations	4-3

Chapter 5	Temporary Duty Travel	
0501	Authorizing Official.....	5-1
0502	Beginning and Ending of Travel Status.....	5-1
0503	Furnished Meals.....	5-1
0504	Government Quarters and Dining Facility Availability.....	5-1
0505	Special Status and Per Diem Rates	5-2
0506	Consecutive TDY	5-3
0507	Leave, Permissive TDY, or Administrative Absence in Conjunction with Funded TDY	5-3
0508	Return to the Permanent Duty Station During TDY	5-3
Chapter 6	Permanent Duty Travel	
0601	Transportation and Storage of Household Goods (HHG)	6-1
0602	Transportation of Privately Owned Vehicles.....	6-4
0603	Transportation of Mobile Homes.....	6-4
0604	Dislocation Allowance (DLA)	6-4
0605	Miscellaneous Expense Allowance	6-5
0606	Temporary Quarters Subsistence Expense (TQSE).....	6-5
0607	Househunting Trips.....	6-5
0608	Real Estate Transactions	6-5
0609	Relocation Income Tax Allowance (RITA).....	6-5
Chapter 7	Evacuation Allowances	
0701	General	7-1
0702	Members' Dependents.....	7-1
0703	Employees and Their Dependents.....	7-1
0704	Evacuation Advances and Payments	7-1
0705	Identification of Evacuees	7-2
Chapter 8	Processing Travel Claims	
0801	General	8-1
0802	Forms	8-2
0803	Voucher Preparation	8-3
0804	Submission of Travel Claims	8-4
0805	Questionable Claims.....	8-7
0806	OA/AO Responsibility.....	8-8
Chapter 9	Procedures for Coast Guard Members	
0901	Coast Guard Members Traveling Using DoD Appropriations	9-1
0902	Coast Guard Members Traveling on Non-DoD Appropriations.....	9-1
Chapter 10	Department of Defense Travel Reengineering Pilots	
1001	General	10-1
1002	Policy.....	10-1
1003	Implementation	10-1
Appendix A		
	Government Travel Card Program Handout	A-1
	Statement of Understanding Government Travel Card Program.....	A-3
	GSA Contractor Travel Card Billing Milestones	A-4
	Sample 60-Day Delinquency Memorandum.....	A-5
	Sample 90 Day Delinquency Memorandum	A-6
	Sample 120-Day Delinquency Memorandum	A-7